

**Iowa Telecommunications & Technology Commission
Grimes State Office Building, 1st Floor
400 E. 14th Street, Des Moines, IA 50319**

FINAL

August 20, 2014

To ensure the most efficient use of State resources, the August 20, 2014 ITTC meeting was held via telephone conference pursuant to Iowa Code section 21.8. A telephone conference also ensured more Commissioners were able to participate in the meeting and reduced the risk of delays caused by weather or other impediments to travel. The meeting was accessible to members of the public through attendance at the Grimes State Office Building.

Commissioners Present

Richard Bruner, Chair (via teleconference)
Kathleen Kohorst, Member (via teleconference)
Mary Mosiman, Ex-Officio Member (via teleconference)
Mary Sellers, Member (via teleconference)
Kelly Dolan Lange, Member (via teleconference)

Commissioners Absent

Timothy Lapointe, Member

Iowa Communications Network Staff Present:

Ric Lumbard, Acting Executive Director, Network Operations and Engineering Director
Mark Johnson, Administration Director
Deb Evans, Chief Financial Officer
Philip Groner, Business Services Manager
David Marley, Network Operations and Engineering Manager
Helen Troyanovich, Product Engineering and Delivery Manager
Mike Cruise, Chief Finance Manager
Jontell Harris, Government Relations Director
Lori Larsen, Communications Director
Marcia Page, Executive Secretary
Karen Alessio, Secretary (Recorder/Minutes)

Guests:

Frank Hilton, Iowa Network Services (INS)

Call to Order

Chair Bruner called the meeting to order at 10:29 a.m. It was noted that a quorum of members was present for the meeting.

Approval of July 17, 2014 Meeting Minutes

Commissioner Sellers moved to approve the July 17, 2014 Iowa Telecommunications and Technology Commission (ITTC) minutes as written. Commissioner Dolan Lange seconded the motion. The minutes were approved unanimously.

Commissioner Kohorst – Yes
Commissioner Dolan Lange – Yes
Commissioner Sellers – Yes
Commissioner Bruner - Yes

Old Business:

Network Managed Services Request for Proposal (RFP) Update – Ric Lumbard

After the RFP close date, the Internal Evaluation Team made a unanimous recommendation that FiberUtilities Group from Cedar Rapids, Iowa be awarded the Network Managed Services Contract which

will be in effect January 1, 2015. The ICN and FiberUtilities Group are currently in the process of establishing a new contract which must be effective January 1, 2015. ICN successfully completed the appeal process that allows the ICN to proceed and is anticipating the first contract revision to the Vendor within ten days. FiberUtilities Group and Windstream have been collaborating with regard to the possible retention of existing Windstream employees by FiberUtilities Group to ensure that we will be fully functioning and ready for operation on January 1, 2015.

Discussion

Q: Commissioner Bruner – Are the “Locates” contracted?

A: Ric Lumbard – The portion of the Network Services Management of the RFP that deals with “Locates” is being reevaluated to be rereleased shortly.

FirstNet Update – Ric Lumbard

The state consultation process is advancing nicely. The FirstNet concept is a state initiative to develop, build and operate the country's first nationwide Broadband network dedicated to public safety. The state consultation is designed to develop and deliver a network deployment plan that meets the State of Iowa's needs. FirstNet will then provide the Governor with notice of the completion of the process for approval. Additional processes and meetings are still necessary. Currently, the State of Iowa's Evaluation Team is following the status of Maryland's state consultation to determine what areas in the evaluation process were successful. ICN is anticipating a FirstNet presentation to the Governor in either October or November. The Governor, Lieutenant Governor, and Governor's Staff have been kept informed and involved in the entire process as we move forward.

New Business:

Action – Waiver Approval – Phil Groner

Des Moines Community College (DMACC) Waiver – Last Spring DMACC submitted a waiver to acquire redundant data capabilities between the Ankeny Campus and West Des Moines Campus. ICN provides the West Des Moines Campus with primary fiber path; however, DMACC is looking for redundancy in back-up and disaster recovery services. During that time, DMACC chose Iowa Network Services (INS) to provide that service and the Commission approved that waiver request for redundant service. DMACC is updating their waiver request as a result of INS providing them with a new price for the redundant connection. Price was not taken into consideration regarding the waiver approval from last year simply because the need for redundancy for data internet services is so great that it is necessary for an additional carrier to supply that redundancy. DMACC will be continuing with ICN's direct fiber path as their primary service.

Discussion

Q: Commissioner Bruner – Basically this is a redundant circuit?

A: Phil Groner – Correct, INS will carry out of the West Des Moines Campus a separate path from the ICN's fiber path and connect to their main campus in Ankeny for complete carrier redundancy to their West Des Moines Campus.

Commissioner Kohorst moved to approve the DMACC Waiver. Commissioner Sellers seconded the motion.

Commissioner Kohorst – Yes
Commissioner Dolan Lang – Yes
Commissioner Sellers – Yes
Commissioner Bruner - Yes

Fiscal Year (FY) 14 RTC Allocation – Lori Larsen

This update will conclude the RTC appropriation activities completed by ICN staff. The Regional Telecommunications Council's (RTC) FY 2014 annual follow-up reports were received by ICN staff by July 31. These reports explained the RTC's activities of the fiscal year which ended June 30. Information from the 15 reports includes how the RTCs funding was spent. Many RTCs allocate the funds to cover portions

of the salaries for the functions of video scheduling, video maintenance (provided by the community colleges), and Internet/Data support (provided by the Area Education Agencies (AEA)). One RTC returned \$2,028.16. Since the funding was not spent within the fiscal year, it reverted to the State of Iowa General Fund, as required.

Within the reports each RTC described current initiatives and challenges for the last six months of Technical Assistance activities performed by the three functions. ICN staff forwarded the annual reports to the Education Telecommunications Council's (ETC) chair with the goal to help facilitate the communications between the ETC and RTCs.

Fiscal year 2014 was the final year of ICN administering the RTC appropriation, and it has been successfully moved to the Department of Education (DOE). ICN staff has been involved in transition conversations with the DOE, since the funding is more of an education issue as it relates to the community colleges. DOE has requested the ICN stay involved with updating the membership documents and communicating with the various appointing authorities for RTC membership selection.

CPI Spending Limitation Adjustment – Mark Johnson

A notification regarding ICN's Contract Limitation amount adjustment was provided to the Commission. Chapter 8D provides that ICN is limited in the total dollar amount that can be spent under any one contract without legislative approval.

Each year in the Administrative Bulletin the amount is adjusted by the Consumer Price Index (CPI). This year the index increased 2.1% over last year. Our new contract amount is \$2.292 million which is up over \$200 thousand over last year's amount.

ICN July through December MAJORS Highlight – Ric Lumbard

In March, the ICN categorized projects based on Majors, Minors and Flow Items that were highlighted, which in turn improve the operations of the ICN. Each Bureau manages individual projects according to the Major, Minor, and Flow Items which are currently being worked on. ICN's Leadership and Management Team monitor the process to ensure the projects are on track. Ric provided the ITTC 10 projects that will be the focus of the organization until the end of the calendar year.

1. Public Private Partnerships - The ICN has a new Vendor who manages the Public/Private Partnerships of the Network Manage Services through the RFP. ICN is working on Vendor relationships with Voice and Video services that ICN provides as potential managed services. During the next period ICN will be working on our voice and video managed services platforms and how best ICN can provide those solutions to our customers.
2. New Pricing and Programs from Business Services – Schools are currently busy evaluating E-Rate estimate processes and are beginning to file bids for the upcoming year. ICN's new pricing models will be in place this coming fall. New video rates will be in place as we reach the new E-Rate season.
3. Visual Presence Project – ICN continues to maintain professional messaging to our existing customers in Government, Health Care, Education and Public Safety.
4. Health Care Network – ICN manages the Health Care Network for the Iowa Hospital Association and is in the process of adding numerous clinics and facilities to that network. We anticipate many business opportunities through this service.
5. Continued involvement with Cooperative Services with the office of the Chief Information Officer (CIO) –This will include reassignment of staff as Senate House File (HF) 396 puts responsibility on the office of the CIO, similar to a job classification. Any agency or bureau in an agency that had a certain job classification, those classifications were subject to being moved to the office of the CIO. ICN has five positions that are within that scope. The ICN has been working on how to move those positions into the office of the CIO and then appropriate those employees back to the ICN by way of services in a manner that aligns with HF 396. ICN's relationship with the CIO is very positive and we work very well with them.
6. Internet Services of Iowa – ICN, Iowa State University and the University of Iowa are participants in the Internet Services of Iowa. Due to Bandwidth rapidly increasing in the state ICN is streeting an

Invitation to Bid (ITB) for two additional instances of 10 gig paths for internet. This will allow the ICN to provide services from the State of Iowa to Minneapolis, Chicago, St. Lewis, Omaha and Denver making certain the ICN is well diversified and redundant. This would result in a third and fourth internet presence for the different entities in the State of Iowa.

7. The ICN Operations Center – The construction has begun to converge all the Voice, Video and Data Services with the Operations area. Construction in the Operations area should be completed within the next several months.
8. Billing RFP – ICN's Chief Financial Officer (CFO) will be releasing a RFP for a new billing system which will allow integration of the billing process and data sets together in an easier manner.
9. Closed the RFP process – A Fiber tracking management system which the ICN has needed for some time. Difficulty in the RFP process was the continuity of records and the various ways the ICN keeps track of processes and records. A Fiber Tracking Management System allows the ICN to manage the State's fiber assets in a more effective manner.
10. Next Generation 9-11 (NG 911) – ICN participates in a very important service with Homeland Security in the State of Iowa. New regulations have come out regarding how the ICN is to provide NG911 services. Previously the FCC (Federal Communications Commission) did not issue rules and regulations when situations arose. It was uncertain if the penalties and requirements had to be followed and reported. Beginning January 2015, the NG911 first reports are due; the ICN is ahead of schedule and on track for the first wave of reporting that is due in January 2015.

Approval of the March 10, March 20, March 25 and April 2, 2014 Open Session Minutes to go into a Closed Session

Commissioner Kohorst moved to approve the March 10, March 20, March 25 and April 2, 2014 Open Session Minutes to go into a Closed Session as written. Commissioner Sellers seconded the motion. The minutes were approved unanimously.

Commissioner Kohorst – Yes
Commissioner Dolan Lang – Yes
Commissioner Sellers – Yes
Commissioner Bruner - Yes

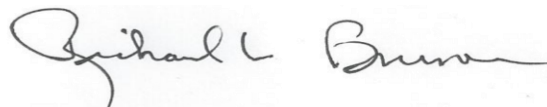
Other Business – Chair Bruner

Chair Bruner gave an update regarding the Executive Director Search. The list of candidates has been narrowed down to three candidates. Interviews will take place on Thursday, August 21 in which one candidate will be eliminated. The full Commission will then become involved with the final interview and selection process.

Adjournment

Commissioner Dolan Lange moved that the meeting be adjourned. The ITTC meeting adjourned at 11:00 a.m.

ATTESTED TO:



Richard Bruner, Chair, Iowa Telecommunications and Technology Commission